
VOLUME 5. AIRMAN CERTIFICATION AND DESIGNATED EXAMINERS

CHAPTER 1. DIRECTION, GUIDANCE, AND PROCEDURES

SECTION 1. GENERAL INFORMATION

1. APPLICABILITY. This volume contains direction, guidance, and procedures for certification of airmen trained for operations conducted under Part 121 or Part 135. Chapter 1 contains general policy and guidance. Chapter 2 applies to applicants for Airline Transport Pilot Certificates (ATP's), who are employed by Part 121 or Part 135 operators as flight crewmembers. The training of these airmen may have been conducted by the operator or by another operator or organization (with the operator's approved program) under contract to the operator. Direction and guidance for certification of ATP applicants who are not graduates of Part 121 or Part 135 approved training programs is provided by FAA Order 8700.1. Chapter 3 applies to the certification of flight engineers (FE's). Chapter 4 provides direction and guidance for the certification of dispatchers. Chapter 5 provides direction and guidance for the designation of aircrew program designees (APD's) and for the administration of an Aircrew Designated Examiner (ADE) Program. Chapter 6 provides direction for the designation and administration of air carrier school designated examiners (SDE's). Chapter 7 provides direction for the designation and administration of independent designated air carrier examiners (IDE's). Chapter 8 provides direction and guidance concerning special airman certification actions.

3. INDIVIDUALS AUTHORIZED TO CONDUCT CERTIFICATION. The airman certification process described in this volume may be conducted by an FAA inspector or, when authorized, by a designated air carrier examiner. The guidance of this volume applies to both inspectors and designated air carrier examiners. Airman examiners are designated in accordance with the provisions of Part 183 to help meet the certification work loads that exceed the capacity of the inspector workforce. All examiners performing certification of flight engineers and navigators under Part 63, aircraft dispatchers under Part 65, or pilots and flight engineers who are graduates of a Part 121 or Part 135 training program shall be designated and their activities administered in accordance with this handbook.

A. Aircrew Program Designees (APD's). Designated examiners, employed by certain large Parts 135 and 121 operators, who perform certification duties entirely within a special program known as an Aircrew Designated Examiner (ADE) Program are referred to as aircrew program designees (APD's). Direction and guidance for designation of APD's and the administration of an ADE program is in chapter 5.

B. School Designated Examiners (SDE's). Designated examiners, employed by certain large flight schools that conduct Parts 135 and 121 approved training programs are referred to as air carrier school designated examiners (SDE's). Direction and guidance for designation of SDE's and the administration of their activities will be published at a future date in chapter 6 of this volume.

C. Independent Examiners (IDE's). Examiners who do not perform certification duties entirely within one of the special programs described in chapter 5 or 6 are referred to as independent designated examiners (IDE's). Direction and guidance for designation and administration of IDE's is in chapter 7. Until chapter 7 is developed, the guidance in Order 8430.6C, chapter 11 and in Order 8410.1A applies to the designation and administration of this type of air carrier examiner.

5. INSPECTOR AND EXAMINER QUALIFICATIONS. When a phase of certification is conducted by an examiner, that examiner must be qualified and current in the aircraft in accordance with Part 121 or Part 135, and appropriate company manuals. When a phase is conducted by an inspector, that inspector must hold the certificate and rating the applicant is seeking and be qualified in accordance with volume 9, chapter 2 (TBD). When an inspector performs safety pilot duties in an aircraft, that inspector must also be current in accordance with FAR's 61.57 and 61.58.

7. JOB AIDS. The requirements of each phase of the certification process are complex and specialized. Job aids have been prepared for inspector and examiner use. Job

aids are intended for quick reference and for keeping track of events during the certification process. Since job aids are not official forms, they should not be attached to certification packages. They may either be retained or disposed of after use. Job aids do not replace the direction and guidance provided in the FAR's, advisory circulars, or this handbook. Job aids are available on the district office Job Aid Disk. Airman certification job aids may be printed out and photocopied as needed. Inspectors shall ensure examiners are supplied with appropriate job aids. User comments or suggestions on job aids is requested and should be sent directly to:

Federal Aviation Administration, AFS-230
800 Independence Ave., S.W.
Washington, D.C. 20591

9. SURVEILLANCE DURING CERTIFICATION. Surveillance is an on-going inspector responsibility which is not limited to formal inspections. When engaged in airman certification, an inspector has recurring opportunities to evaluate personnel, manuals, procedures, and training programs. When personnel performances do not meet standards or when other types of deficiencies are observed, inspectors shall report those deficiencies and recommend corrective action to the POI. Inspectors are encouraged to correct deficiencies "on the spot," with the operator's working level personnel when practical. Regardless of whether the discrepancy can be corrected "on the spot" or not, the deficiency shall be reported by the inspector on a PTRS form. Reports of corrected discrepancies are as important as uncorrected ones for building accurate data bases for trend detection and analysis. Discrepancies, including potential violations, may be corrected and closed out on site when mutually agreed to by the inspector and the POI. Inspectors, POI's, and managers are expected to act with discretion, however, discrepancies must be corrected in a timely manner.

11. INSPECTOR PREPARATION. Inspectors shall prepare themselves before conducting certification tests by becoming thoroughly familiar with the operator's aircraft operating manual and operations specifications. Inspectors and examiners shall coordinate with the POI or representative on acceptable methods for the conduct of certification activities for a specific operator. POI's are responsible for developing methods and procedures for briefing inspectors before they conduct certification. This shall include providing inspectors access to appropriate manuals and providing briefings on approved operating minimums and on additional requirements,

13. TESTING POLICIES.

A. Single Applicant. Only one applicant for an airman certificate or rating shall be administered an oral or a flight test at a time.

FYI: The practical skills test for pilots, flight engineers, and flight navigators is referred to as a flight test.

B. Observers. An inspector monitoring a certification test must be allowed to observe its conduct. Other observers may monitor a test only when their presence has been coordinated with and agreed to by both the applicant and the inspector or examiner conducting the test. In no case shall another applicant be allowed to monitor a flight test as an observer.

C. Crew Concept. The FAA promotes the "crew concept" in training and certification to ensure crew coordination and flight management are adequately addressed. Inspectors and examiners must evaluate the effectiveness of the applicant's interaction with other crewmembers. To facilitate this requirement, all crew positions required by the FAA Approved Flight Manual (AFM) must be occupied by qualified personnel (instructors or flight crewmembers).

(1) When a flight test is conducted in an aircraft, supporting crewmembers must possess appropriate certificates and be current under the FAR's. When a flight test segment is conducted in a flight simulator or flight training device, a supporting crewmember must be qualified to perform the duties of the crew position to a degree of proficiency equivalent to a qualified line crewmember but does not need to hold a certificate or be current. For example, a simulator instructor may not be able to qualify for a certificate due to a medical deficiency. The operator may qualify such individuals as simulator instructors by training and conducting proficiency tests equivalent to those required for certification. Such individuals are qualified to act as supporting crewmembers during a certification flight test in a flight simulator or training device. It is preferred and recommended that the supporting crewmember not be an applicant for a certificate or rating.

(2) When flight tests are conducted in a flight simulator or flight training device with a separate instructor's station, inspectors and examiners shall not occupy crew positions while the flight test is in progress. Except as provided in subparagraph D, inspectors and examiners shall not occupy crew positions when conducting a flight test in an aircraft. This direction and guidance allows

inspectors to effectively act as evaluators rather than as participants.

D. *Inspector, Examiner, and Safety Pilot Duty Positions.* A qualified and current pilot must occupy a pilot seat and act as safety pilot on all flight tests conducted in an aircraft. The preferred procedure is for the operator to provide a qualified instructor pilot or check airman to act as the safety pilot and pilot-in-command. On aircraft equipped with jump seats, inspectors will usually occupy a jump seat so that they can evaluate the crew's interaction. However, when necessary a qualified and current inspector may act as a safety pilot and occupy a pilot's position on pilot flight tests. This provision will normally be limited to those families of aircraft in which it is not possible for the inspector to evaluate from a jump seat. On other occasions, an inspector may be the only qualified individual to act as the safety pilot. This may be appropriate when an operator is introducing a new aircraft type or when the aircraft is a type not typically used in Part 121 or Part 135 operations. In such circumstances, an inspector may act as safety pilot and occupy a pilot position during the flight test. When an examiner conducts a pilot flight test in an aircraft, the examiner will usually act as the safety pilot.

15. AIRCRAFT OPERATING MANUALS. The FAR's frequently reference the FAA Approved Flight Manual (AFM) in matters pertaining to the certification of aircrew members. Many operators use the AFM as an operating manual. Most Part 121 operators and many Part 135 operators, however, extract the information from the approved sections of the AFM and place it in a company aircraft operating manual. Operators may modify AFM procedures with the approval of the POI. Under these circumstances operators do not normally provide their crewmembers access to the AFM. Inspectors and examiners shall use the company-prepared aircraft operating manual instead of the AFM for airman certification purposes. Inspectors should be alert to deficiencies in the operator's manuals and procedures and for conflicts between company manuals and the AFM. When conflicts or deficiencies are observed, they shall be reported to the POI.

17. TESTING SEQUENCE AND TIME LIMITS.

A. *Test Sequence.* For all flight crewmembers, the phases of the certification process must be completed in the following sequence:

- (1) Written test

- (2) Oral test
- (3) Flight test

B. *Multiple Segment Flight Tests.* When a combination of a flight simulator and aircraft is used for a flight test, the flight simulator segment must be completed before the airplane segment.

C. *Completion of Training Before the Oral Test.* Applicants must be adequately prepared for each phase of the testing process. The applicant must complete ground training including systems integration training before the oral test is administered. Systems integration training may be conducted using a flight simulator or a flight training device, however, it is not considered to be flight training. When flight training is conducted entirely in an aircraft, all training must be completed before the oral test. When circumstances make literal compliance with these policies impractical, the POI may approve alternate provisions.

D. *Completion of Training Before the Flight Test.* When a flight test is conducted either entirely in a flight simulator or in an aircraft, all flight training must be completed before the flight test is conducted. When a flight test is conducted with a combination of flight simulator and aircraft segments, only the simulator training must be completed before the simulator segment of the flight test is conducted. The aircraft portion of the flight training does not need to be conducted until after the simulator segment of the flight test has been completed.

E. *Time Limits.* The flight test phase must be completed within 60 days of completion of the oral test. If a flight test is conducted with a combination of flight simulator and aircraft segments, the aircraft segment must be completed within 30 days of the simulator segment.

F. *Extending Time Limits.* If an unplanned delay beyond the control of the operator occurs, the oral test may be repeated to extend the 60-day limit between the oral and flight test phases. The 30-day limit between the simulator segment and the aircraft segment may not be extended. For example, an applicant completed the oral test on July 1 and the simulator portion of a two-segment flight test on August 10. The aircraft portion of the flight test, however, could not be scheduled until September 5. In this case, a repeated oral test conducted between August 10 and September 5 would extend the time limits and both the 30-and 60-day limits would be satisfied.

18. - 26. RESERVED.

